

EXHIBIT 10-D

HOME PROGRAM ON-SITE GUIDE

Reviewer: _____ Date: _____

Project Grantee: _____

Project Address	City	# of Units	Does location match file data? Yes or No
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OWNER

Has there been a change of ownership? **Yes** or **No** (Circle one)

Who is the current owner? _____

RENTAL – look at 15% of tenant files.

How many HOME units are there in the project? _____

Is there documentation indicating that tenant income is verified annually? _____

When was an initial on-site inspection of this building/unit completed? _____

List years/units that on-site inspections have taken place: _____

Have annual HQS inspections been conducted and documented? _____

ON-SITE INSPECTION

Are there any unit(s), common areas or areas inside or outside the building that require needed repairs? **Yes** or **No**

Repairs needed: _____

If unit(s) is vacant, describe the current condition of unit(s)?

If unit/project is in flood plain is National Flood Insurance in place? **Yes** or **No** (Date:_____)

Provide the following information for 15% of the units.

<i>Tenant</i>	<i>Income</i>	<i>Total Rent</i>	<i>Subsidy \$ /Source</i>	<i>Utility Allowance</i>	<i>Tenant Rent</i>

Do 20% of the tenants have incomes at or below 50% Area Median Income? **Yes** or **No**

Do 20% of the units have rents no greater than the Low HOME rent or 30% of the tenant's monthly adjusted household income? **Yes** or **No**

EXTERIOR ITEMS INSPECTED	COMMENTS	INTERIOR ITEMS INSPECTED	COMMENTS
1. Exterior Walls & Foundations		22. Floors, carpets, tiles	
2. Roofs, flashing, vents		23. Stairs, walkways, common spaces	
3. Gutters, down spouts etc.		24. Cabinets, doors, closets, etc.	
4. Drives, parking, paving		25. Painting	
5. Walks, steps, guardrails		26. Curtains & shades	
6. Fences, walls, gates		27. Refrigerators & ranges	
7. Porches, balconies, fire escapes		28. Garbage disposal and exhaust fans	
8. Doors, windows, screens		29. Compactors & incinerators	
9. Garage and carports		30. Electrical fixtures & systems	
10. Lawns and plantings		31. Plumbing fixtures & systems	
11. Sprinkler/drainage system		32. Heating & air conditioning	
12. Exterior lighting		33. Hot water system, boiler rm.	
13. Exterior painting		MISCELLANEOUS ITEMS INSPECTED	
14. Underground gas, water, sewage		34. Benches, play area & equipment	
15. Security systems		35. Laundry rooms	
ENERGY EFFICIENCY ITEMS INSPECTED		36. Storage, utility buildings	
16. Insulation		37. Elevators	
17. Caulking/weather-strip		38. Project signs & office	
18. Storm doors & windows		39. Swimming pools	
19. Water saver devices		40. Exterminating	
20.		41. Fire extinguishers	
21.		42. Smoke Alarms	